

~~CONFIDENTIAL~~

Chief, Finance Division  
Attn: Assistant Chief, Finance Division  
Chief, Classification and Wage Division

22 August 1952

Status of Classification Survey of Finance Division

1. The Classification and Wage Division completed a classification survey of the major activities of Finance Office this Spring. However, a comprehensive classification survey of Finance Division was deferred due to the need for a considerable number of internal personnel reassignments. In order to finish our original survey, a detailed survey of the remaining activities of the Finance Division was initiated in July, with the concurrence of the Chief, Finance Division, on a selected organizational-component basis.

The following indicates the current status of this survey:

Office of the Chief	To be surveyed
Disbursing Section	Finished
Registry Unit	To be surveyed
Accounts Branch	Pre-survey discussions have been held; actual survey being held in abeyance pending approval of reorganization plan. Positions of Certifying Officer in OSO Section and in OPC Section have been surveyed on the basis of current operations; clerical positions are to be covered.
	To be surveyed
	Completed except for one clerical position
	Finished
	Finished
	Survey in progress
	Survey completed, report being prepared
	Partially completed

2. Position descriptions for the Certifying and Liaison Officer positions in C&L Branch are attached hereto. It will be noted that the descriptions reflect a division of the work-load by organizational component (i.e., OSO, OPC, other Offices). While this system of work-load division is currently being utilized, survey classifiers were advised that plans have been formulated to reorganize the Branch on a geographic

~~CONFIDENTIAL~~

25X1A  
25X1A  
JOB NO. BOX NO. FLD NO. DOC. NO. 13 NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO: 13 B C REF. JUST. 22  
NO. PGS 30 CREATION DATE -- ORG COMP 22 OF 132 ORG CLASS 5  
REV CLASS C REV COORD -- AUTH: HR 70-3

~~SECRET~~  
Security Information

basis. We are therefore requesting further review of these descriptions in light of current administrative plans for the Certification and Liaison Branch. Based on your recommendations, the survey classifiers will be able to complete the survey of the Certification and Liaison Branch along with the other branches of the Finance Division.

*J* FGJ/ec

25X1A9A

~~SECRET~~

Security Information